

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : All D/M Branch Chiefs

DATE: 14 November 1958

FROM : Chief, Materials Division

SUBJECT: Index to FBIS Daily Reports

REF : FBIS Notice attached to Daily Reports, 6-10 November 1958

1. Your attention is directed to the referenced notice, a copy of which is attached, regarding an index to FBIS Daily Reports that has been established in the Catalog Section of the CIA Library on the first floor (Wing 4) of "M" Building.
2. The OCR program to index the FBIS Daily Reports is a potentially valuable one for D/M analysts as it represents the only direct recovery system for FBIS material. The economic abstract cards are not presently included in this index.
3. The analysts of your branch should familiarize themselves with the index, examine the cards which are pertinent to their responsibilities, and note improvements that should be made in the system.
4. Each branch is asked to prepare an evaluation of the adequacy and usefulness of the specific index headings being used, and make suggestions to improve the usefulness of the index with respect to fulfilling the mission of the branch. Evaluations are due in D/M by c.o.b. 26 November 1958.

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Distribution:

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